



Washington State
Higher Education Coordinating Board

Displaced Homemaker Program Program Handbook 2001-2003

DISPLACED HOMEMAKER PROGRAM – PROGRAM HANDBOOK

Table of Contents

PROGRAM STATUTE AND RULES

- Statute (RCW 28B.04)
- Rules (WAC 250-44)

GLOSSARY

- Eligibility Form
- Washington State Need Standard

REPORTING REQUIREMENTS

- Quarterly Reporting Instructions
- Narrative Reporting Instructions
- Quarterly Report Form
- Questions and Answers

CLIENT FORMS

- Client Form Overview
- Instructions
 - Intake Forms
 - Exit Forms
 - Follow Up Forms
 - Follow Up Update Forms

FINANCIAL REPORTING AND BUDGET

- Financial Report Instructions
- Financial Report
- Form A19-1A Invoice Voucher

HECB CONTACTS

CHAPTER 28B.04 RCW DISPLACED HOMEMAKER ACT

Sections

- 28B.04.010 Short title.
- 28B.04.020 Legislative findings--Purpose.
- 28B.04.030 Definitions.
- 28B.04.040 Multipurpose service centers--Contracts for--Rules embodying standards for--Funds for.
- 28B.04.050 Multipurpose service centers--Referral to services by--Displaced homemakers as staff.
- 28B.04.060 Contracting for specific programs.
- 28B.04.070 Evaluation--Recommendations.
- 28B.04.080 Consultation and cooperation with other agencies--Agency report of available services and funds therefor--Board as clearinghouse for information and resources.
- 28B.04.085 Displaced homemaker program advisory committee.
- 28B.04.090 Considerations when awarding contracts.
- 28B.04.100 Percentage of funding for centers or program to be provided by administering organization.
- 28B.04.110 Acceptance and use of contributions authorized--Qualifications.
- 28B.04.120 Discrimination prohibited.

RCW 28B.04.010 Short title.

This chapter may be known and cited as the "displaced homemaker act." [1979 c 73 § 1.]

RCW 28B.04.020 Legislative findings--Purpose.

The legislature finds that homemakers are an unrecognized part of the work force who make an invaluable contribution to the strength, durability, and purpose of our state.

The legislature further finds that there is an increasing number of persons in this state who, having fulfilled a role as homemaker, find themselves "displaced" in their middle years through divorce, death of spouse, disability of spouse, or other loss of family income of a spouse. As a consequence, displaced homemakers are very often left with little or no income; they are ineligible for categorical welfare assistance; they are subject to the highest rate of unemployment of any sector of the work force; they face continuing discrimination in employment because of their age and lack of recent paid work experience; they are ineligible for unemployment insurance because they have been engaged in unpaid labor in the home; they are ineligible for social security benefits because they are too young, and many never qualify because they have been divorced from the family wage earner; they may have lost beneficiaries' rights under employer's pension and health plans through divorce or death of spouse; and they are often unacceptable to private health insurance plans because of their age.

It is the purpose of this chapter to establish guidelines under which the higher education coordinating board shall contract to establish multipurpose service centers and programs to provide necessary training opportunities, counseling, and services for displaced homemakers so that they may enjoy the independence and economic security vital to a productive life. [1985 c 370 § 36; 1982 1st ex.s. c 15 § 1; 1979 c 73 § 2.]

NOTES:

Severability--Effective dates--1985 c 370: See RCW 28B.80.911 and 28B.80.912.

RCW 28B.04.030 Definitions.

Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter.

- (1) "Board" means the higher education coordinating board.
- (2) "Center" means a multipurpose service center for displaced homemakers as described in RCW 28B.04.040.
- (3) "Program" means those programs described in RCW 28B.04.050 which provide direct, outreach, and information and training services which serve the needs of displaced homemakers.
- (4) "Displaced homemaker" means an individual who:
 - (a) Has worked in the home for ten or more years providing unsalaried household services for family members on a full-time basis; and
 - (b) Is not gainfully employed;
 - (c) Needs assistance in securing employment; and
 - (d) Has been dependent on the income of another family member but is no longer supported by that income, or has been dependent on federal assistance but is no longer eligible for that assistance, or is supported as the parent of minor children by public assistance or spousal support but whose children are within two years of reaching their majority. [1985 c 370 § 37; 1979 c 73 § 3.]

NOTES:

Severability--Effective dates--1985 c 370: See RCW 28B.80.911 and 28B.80.912.

RCW 28B.04.040 Multipurpose service centers--Contracts for--Rules embodying standards for--Funds for.

(1) The board, in consultation with state and local governmental agencies, community groups, and local and national organizations concerned with displaced homemakers, shall receive applications and may contract with public or private nonprofit organizations to establish multipurpose service centers for displaced homemakers. In determining sites and administering agencies or organizations for the centers, the board shall consider the experience and capabilities of the public or private nonprofit organizations making application to provide services to a center.

(2) The board shall issue rules prescribing the standards to be met by each center in accordance with the policies set forth in this chapter. Continuing funds for the maintenance of each center shall be contingent upon the determination by the board that the center is in compliance with the contractual conditions and with the rules prescribed by the board. [1985 c 370 § 38; 1982 1st ex.s. c 15 § 2; 1979 c 73 § 4.]

NOTES:

Severability--Effective dates--1985 c 370: See RCW 28B.80.911 and 28B.80.912.

RCW 28B.04.050 Multipurpose service centers--Referral to services by--Displaced homemakers as staff.

(1) Each center contracted for under this chapter shall include or provide information and referral to the following services:

- (a) Job counseling services which shall:
 - (i) Be specifically designed for displaced homemakers;
 - (ii) Counsel displaced homemakers with respect to appropriate job opportunities; and
 - (iii) Take into account and build upon the skills and experience of a homemaker and emphasize job readiness as well as skill development;
- (b) Job training and job placement services which shall:
 - (i) Emphasize short-term training programs and programs which expand upon homemaking skills and volunteer experience and which lead to gainful employment;
 - (ii) Develop, through cooperation with state and local government agencies and private employers, model training and placement programs for jobs in the public and private sectors;
 - (iii) Assist displaced homemakers in gaining admission to existing public and private job training programs and opportunities, including vocational education and apprenticeship training programs; and
 - (iv) Assist in identifying community needs and creating new jobs in the public and private sectors;
- (c) Health counseling services, including referral to existing health programs, with respect to:
 - (i) General principles of preventative health care;
 - (ii) Health care consumer education, particularly in the selection of physicians and health care services, including, but not limited to, health maintenance organizations and health insurance;
 - (iii) Family health care and nutrition;
 - (iv) Alcohol and drug abuse; and
 - (v) Other related health care matters;
- (d) Financial management services which provide information and assistance with respect to insurance, taxes, estate and probate problems, mortgages, loans, and other related financial matters;
- (e) Educational services, including:
 - (i) Outreach and information about courses offering credit through secondary or postsecondary education programs, and other re-entry programs, including bilingual programming where appropriate; and
 - (ii) Information about such other programs as are determined to be of interest and benefit to displaced homemakers by the board;
- (f) Legal counseling and referral services; and
- (g) Outreach and information services with respect to federal and state employment, education, health, public assistance, and unemployment assistance programs which the board determines would be of interest and benefit to displaced homemakers.

(2) The staff positions of each multipurpose center contracted for in accordance with RCW 28B.04.040, including supervisory, technical, and administrative positions, shall, to the maximum extent possible, be filled by displaced homemakers. [1985 c 370 § 39; 1982 1st ex.s. c 15 § 3; 1979 c 73 § 5.]

NOTES:

Severability--Effective dates--1985 c 370: See RCW 28B.80.911 and 28B.80.912.

RCW 28B.04.060 Contracting for specific programs.

The board may contract, where appropriate, with public or private nonprofit groups or organizations serving the needs of displaced homemakers for programs designed to:

- (1) Provide direct services to displaced homemakers, including job counseling, job training and placement, health counseling, financial management, educational counseling, legal counseling, and referral services as described in RCW 28B.04.050;
- (2) Provide state-wide outreach and information services for displaced homemakers; and
- (3) Provide training opportunities for persons serving the needs of displaced homemakers, including those persons in areas not directly served by programs and centers established under this chapter. [1985 c 370 § 40; 1982 1st ex.s. c 15 § 4; 1979 c 73 § 6.]

NOTES:

Severability--Effective dates--1985 c 370: See RCW 28B.80.911 and 28B.80.912.

RCW 28B.04.070 Evaluation--Recommendations.

Subject to RCW 40.07.040, the board shall submit to the legislature a biennial evaluation through 1990. The evaluations may include recommendation for future programs as determined by the board. [1987 c 505 § 10; 1985 c 370 § 41; 1982 1st ex.s. c 15 § 5; 1979 c 73 § 7.]

NOTES:

Severability--Effective dates--1985 c 370: See RCW 28B.80.911 and 28B.80.912.

RCW 28B.04.080 Consultation and cooperation with other agencies--Agency report of available services and funds therefor--Board as clearinghouse for information and resources.

(1) The board shall consult and cooperate with the department of social and health services; the *state board for community college education; the superintendent of public instruction; the **commission for vocational education; the employment security department; the department of labor and industries; sponsoring agencies under the federal comprehensive employment and training act (87 Stat. 839; 29 U.S.C. Sec. 801 et seq.), and any other persons or agencies as the board deems appropriate to facilitate the coordination of centers established under this chapter with existing programs of a similar nature.

(2) Annually on July 1st, each agency listed in subsection (1) of this section shall submit a description of each service or program under its jurisdiction which would support the programs and centers established by this chapter and the funds available for such support.

(3) The board shall serve as a clearinghouse for displaced homemaker information and resources and shall compile and disseminate state-wide information to the centers, related agencies, and interested persons upon request. [1985 c 370 § 42; 1982 1st ex.s. c 15 § 6; 1979 c 73 § 8.]

NOTES:

Reviser's note: *(1) The state board for community college education was renamed the state board for community and technical colleges by 1991 c 238 § 30.

** (2) The commission on vocational education and its powers and duties, pursuant to the Sunset Act, chapter 43.131 RCW, were terminated June 30, 1986, and repealed June 30, 1987. See 1983 c 197 §§ 17 and 43.

Severability--Effective dates--1985 c 370: See RCW 28B.80.911 and 28B.80.912.

RCW 28B.04.085 Displaced homemaker program advisory committee.

(1) The executive coordinator of the higher education coordinating board shall establish an advisory committee, to be known as the displaced homemaker program advisory committee.

(2) The advisory committee shall be advisory to the executive coordinator and staff of the board.

(3) Committee membership shall not exceed twenty-two persons and shall be geographically and generally representative of the state. At least one member of the advisory committee shall either be or recently have been a displaced homemaker.

(4) Functions of the advisory committee shall be:

(a) To provide advice on all aspects of administration of the displaced homemaker program, including content of program rules, guidelines, and application procedures;

(b) To assist in coordination of activities under the displaced homemaker program with related activities of other state and federal agencies, with particular emphasis on facilitation of coordinated funding. [1987 c 230 § 2.]

NOTES:

Effective date--1987 c 230: See note following RCW 36.18.010.

RCW 28B.04.090 Considerations when awarding contracts.

In the awarding of contracts under this chapter, consideration shall be given to need, geographic location, population ratios, and the extent of existing services. [1979 c 73 § 9.]

RCW 28B.04.100 Percentage of funding for centers or program to be provided by administering organization.

Thirty percent of the funding for the centers and programs under this chapter shall be provided by the organization administering the center or program. Contributions in-kind, whether materials and supplies, physical facilities, or personal services, may be considered as all or part of the funding provided by the organization. [1979 c 73 § 10.]

RCW 28B.04.110 Acceptance and use of contributions authorized--Qualifications.

The board may, in carrying out this chapter, accept, use, and dispose of contributions of money, services, and property: PROVIDED, That funds generated within individual centers may be retained and utilized by those centers. All moneys received by the board or any employee thereof pursuant to this section shall be deposited in a depository approved by the state treasurer. Disbursements of such funds shall be on authorization of the board or a duly authorized representative thereof. In order to maintain an effective expenditure and revenue control such funds shall be subject in all respects to chapter 43.88 RCW, but no appropriation shall be required to permit expenditure of such funds. [1985 c 370 § 43; 1979 c 73 § 11.]

NOTES:

Severability--Effective dates--1985 c 370: See RCW 28B.80.911 and 28B.80.912.

RCW 28B.04.120 Discrimination prohibited.

No person in this state, on the ground of sex, age, race, color, religion, national origin, or the presence of any sensory, mental, or physical handicap, shall be excluded from participating in, be

denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with funds made available under this chapter. [1979 c 73 § 12.]

**Chapter 250-44 WAC
REGULATIONS FOR THE ADMINISTRATION OF THE DISPLACED HOMEMAKER
PROGRAM**

Last Update: 4/23/01

WAC

<u>250-44-010</u>	Purpose.
<u>250-44-020</u>	Program administration.
<u>250-44-030</u>	Advisory committee.
<u>250-44-040</u>	Definitions.
<u>250-44-050</u>	Utilization of available contract funds.
<u>250-44-060</u>	Eligibility to apply for contracts.
<u>250-44-070</u>	Calendar and closing dates for applications and awards.
<u>250-44-080</u>	Content of application.
<u>250-44-090</u>	Standards to be met by applicants.
<u>250-44-100</u>	Required assurances.
<u>250-44-110</u>	Criteria for selection of contracts to be awarded.
<u>250-44-120</u>	Procedure for selection of contracts to be awarded.
<u>240-44-130</u>	Incorporation of applications in contracts.
<u>250-44-140</u>	Length of contract periods.
<u>250-44-150</u>	Amendment of contracts.
<u>250-44-160</u>	Eligible expenditures and matching requirements.
<u>250-44-170</u>	Payments under approved contracts.
<u>250-44-180</u>	Withholding of contract payments.
<u>250-44-190</u>	Accounting, reporting, and records retention requirements.
<u>250-44-200</u>	Program audits.

DISPOSITIONS OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

250-44-210 Evaluation reports. Statutory Authority: Chapter 28B.04 RCW, as amended. 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-210, filed 7/31/87; 82-15-018 (Order 2-82, Resolution No. 82-54), § 250-44-210, filed 7/12/82. Statutory Authority: RCW 28B.10.806. 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-210, filed 8/17/79. Repealed by 01-01-050, filed 12/11/00, effective 1/11/01. Statutory Authority: Chapter 28B.04 RCW.

WAC 250-44-010 Purpose. The Displaced Homemaker Act, chapter 28B.04 RCW establishes guidelines under which the higher education coordinating board shall contract to establish both multipurpose service centers and programs of service to provide necessary training opportunities, counseling and services for displaced homemakers so that they may enjoy the independence and economic security vital to a productive life. This chapter is promulgated by the board to establish necessary regulations for the operation of the displaced homemaker program.

[Statutory Authority: Chapter 28B.04 RCW, as amended. 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-010, filed 7/31/87; 82-15-018 (Order 2-82, Resolution No. 82-54), § 250-44-010, filed 7/12/82. Statutory Authority: RCW 28B.10.806. 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-010, filed 8/17/79.]

WAC 250-44-020 Program administration. Responsibility for all aspects of administration of the displaced homemaker program, subject to these regulations, shall be vested in the executive director of the board.

[Statutory Authority: Chapter 28B.04 RCW. 01-01-050, § 250-44-020, filed 12/11/00, effective 1/11/01. Statutory Authority: Chapter 28B.04 RCW, as amended. 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-020, filed 7/31/87; 82-15-018 (Order 2-82, Resolution No. 82-54), § 250-44-020, filed 7/12/82. Statutory Authority: RCW 28B.10.806. 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-020, filed 8/17/79.]

WAC 250-44-030 Advisory committee. (1) The executive director shall establish an advisory committee, to be known as the displaced homemaker program advisory committee.

(2) The advisory committee shall be advisory to the executive director and staff of the board, and is intended to provide an effective and efficient means for the consultation required by sections 4 and 8 of the act.

(3) Members of the advisory committee shall include one person from each of the agencies listed in section 8 of the act, plus such other persons as the executive director deems necessary to provide adequate consultation and geographic and general public representation, but total advisory committee membership shall not exceed twenty-two persons. At least one member of the advisory committee shall either be or recently have been a displaced homemaker.

(4) Functions of the advisory committee shall be:

(a) To provide advice on all aspects of administration of the displaced homemaker program, including content of program rules, guidelines, and application procedures;

(b) To assist in coordination of activities under the act with related activities of other state and federal agencies, with particular emphasis on facilitation of coordinated funding.

[Statutory Authority: Chapter 28B.04 RCW, as amended. 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-030, filed 7/31/87; 82-15-018 (Order 2-82, Resolution No. 82-54), § 250-44-030, filed 7/12/82. Statutory Authority: RCW 28B.10.806. 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-030, filed 8/17/79.]

WAC 250-44-040 Definitions. Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter.

(1) "Act" means the Displaced Homemaker Act, chapter 28B.04 RCW, as amended.

(2) "Advisory committee" means the advisory committee established pursuant to WAC 250-44-030.

(3) "Appropriate job opportunities" means opportunities to be gainfully employed, as defined in subsection (9) of this section, in jobs which build upon all relevant skills and potential skills of the individual displaced homemaker, including opportunities in jobs which in the past may not generally have been considered traditional for women.

(4) "Center" means a multipurpose service center as defined in subsection (10) of this section.

- (5) "Board" means the higher education coordinating board.
- (6) "Displaced homemaker" means an individual who:
 - (a) Has worked in the home for ten or more years providing unsalaried household services for family members on a full-time basis; and
 - (b) Is not gainfully employed;
 - (c) Needs assistance in securing employment; and
 - (d) Meets one of the following criteria:
 - (i) Has been dependent on the income of another family member but is no longer supported by that income; or
 - (ii) Has been dependent on federal assistance but is no longer eligible for that assistance; or
 - (iii) Is supported as the parent of minor children by public assistance or spousal support, but whose youngest child is within two years of reaching majority.
- (7) "Executive director" means the executive director of the board.
- (8) "Executive officer" of the sponsoring organization means the chief executive or senior officer of the organization.
- (9) "Gainfully employed" means employed for salary or wages on a continuing basis and earning at least an amount equal to the standard of need established under RCW 74.04.770.
- (10) "Multipurpose service center" means a center contracted for under the act, which either provides directly, or provides information about and referral to, each type of program of service as defined in subsection (14) of this section.
- (11) "Objective" means a purpose of a program of service which can be quantified and for which objective measurements of performance can be established.
- (12) "Displaced homemaker program" means the program of contracts for multipurpose service centers and programs of service for displaced homemakers authorized by the act.
- (13) "Program" means a program of service as defined in subsection (14) of this section.
- (14) "Program of service" means one of the specific services listed in subdivisions (a) through (g) of this subsection, and meeting the criteria set forth in the subdivision.
 - (a) Job counseling services, which shall:
 - (i) Be specifically designed for displaced homemakers;
 - (ii) Counsel displaced homemakers with respect to appropriate job opportunities (as defined in subsection (3) of this section); and
 - (iii) Take into account and build upon the skills and experience of a homemaker and emphasize job readiness as well as skill development.
 - (b) Job training and job placement services, which shall:
 - (i) Emphasize short-term training programs and programs which expand upon homemaking skills and volunteer experience and which prepare the displaced homemaker to be gainfully employed as defined in subsection (9) of this section;
 - (ii) Develop, through cooperation with state and local government agencies and private employers, model training and placement programs for jobs in the public and private sectors;
 - (iii) Assist displaced homemakers in gaining admission to existing public and private job training programs and opportunities, including vocational education and apprenticeship training programs; and
 - (iv) Assist in identifying community needs and creating new jobs in the public and private sectors.
 - (c) Health counseling services, including referral to existing health programs, which shall:
 - (i) Include general principles of preventative health care;
 - (ii) Include health care consumer education, particularly in the selection of physicians and health care services, including, but not limited to, health maintenance organizations and health insurance;
 - (iii) Include family health care and nutrition;
 - (iv) Include alcohol and drug abuse; and
 - (v) Include other related health care matters as appropriate.
 - (d) Financial management services, which shall:
 - (i) Provide information and assistance with respect to insurance, taxes, estate and probate problems,

mortgages, loans and other related financial matters; and

(ii) Include referral, wherever feasible and appropriate, to public legal assistance programs staffed by attorneys.

(e) Educational services, which shall:

(i) Include outreach and information about courses offering credit through secondary or postsecondary education programs, and other re-entry programs, including bilingual programming where appropriate; and

(ii) Include information about such other programs determined by the board to be of interest and benefit to displaced homemakers, and for which appropriate informational materials have been provided by the board.

(f) Legal counseling and referral services, which shall:

(i) Be limited to matters directly related to problems of displaced homemakers;

(ii) Be supplemental to financial management services as defined in subdivision (d) of this subsection; and

(iii) Emphasize referral, wherever feasible and appropriate, to public legal assistance programs staffed by attorneys.

(g) General outreach and information services with respect to federal and state employment, education, health, public assistance, and unemployment assistance programs which the board may determine to be of interest and benefit to displaced homemakers, and for which the board distributes appropriate informational materials.

(15) "Reaching majority" means reaching age eighteen.

(16) "Sponsoring organization" means a public institution, agency or governmental entity, or a chartered private nonprofit institution or organization which has legal authority to submit an application, enter into a contract, and provide the programs of service covered by the application, and which agrees to provide supervision and financial management to ensure compliance with the terms and conditions of the contract.

(17) "Training for service providers" means activities which provide training for persons serving the needs of displaced homemakers.

(18) "State-wide outreach and information services" means activities designed to make general outreach and information services for displaced homemakers available throughout Washington including but not limited to areas directly served by multipurpose service centers or other programs of service under the displaced homemaker program.

(19) "Subsistence" means support provided to, or paid to recipients for support services including all living expenses, child care, and transportation.

(20) "Performance indicators" means expected levels of services and outcomes as established by the executive director and made available in the application guidelines.

(21) "Initial contract" means a contract awarded based on a competitive process and the evaluation of an initial application.

(22) "Renewal contract" means a contract awarded to a current sponsoring organization for the ensuing biennium, based on the evaluation of a renewal application.

[Statutory Authority: Chapter 28B.04 RCW. 01-01-050, § 250-44-040, filed 12/11/00, effective 1/11/01.

Statutory Authority: Chapter 28B.04 RCW, as amended. 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-040, filed 7/31/87; 85-10-022 (Order 1/85, Resolution No. 85-44), § 250-44-040, filed 4/23/85; 82-15-018 (Order 2-82, Resolution No. 82-54), § 250-44-040, filed 7/12/82. Statutory Authority: RCW 28B.10.806. 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-040, filed 8/17/79.]

WAC 250-44-050 Utilization of available contract funds. (1) The executive director shall issue contract application guidelines which shall establish criteria for specific utilization of available contract funds. The guidelines shall set forth:

(a) The maximum contract amount available for funding of a multipurpose service center.

(b) The maximum contract amount available for funding of a program or programs of service.

(c) A reservation of funds for contracts to provide state-wide outreach and information services and/or

training for service providers.

(2) At least two multipurpose service centers, each located in a highly populated area, shall be supported under the displaced homemaker program, provided adequate funds have been appropriated.

(3) Remaining funds shall be used for contracts selected to provide geographic dispersion of displaced homemaker multipurpose service centers and programs of service.

[Statutory Authority: Chapter 28B.04 RCW. 01-01-050, § 250-44-050, filed 12/11/00, effective 1/11/01.

Statutory Authority: RCW 28B.10.806 and chapter 28B.04 RCW as amended. 95-07-087 (Order 95-02), § 250-44-050, filed 3/16/95, effective 4/16/95; 93-07-061 (Resolution No. 93-8), § 250-44-050, filed 3/17/93, effective 4/17/93; 91-14-009, § 250-44-050, filed 6/24/91, effective 7/25/91. Statutory Authority: Chapter 28B.04 RCW as amended. 89-08-056 (Order 1-89, Resolution No. HECB 89-3), § 250-44-050, filed 3/31/89; 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-050, filed 7/31/87; 85-10-022 (Order 1/85, Resolution No. 85-44), § 250-44-050, filed 4/23/85; 84-14-084 (Order 2/84, Resolution No. 84-76), § 250-44-050, filed 7/3/84; 83-14-041 (Order 3/83, Resolution No. 83-66), § 250-44-050, filed 6/30/83; 82-23-017 (Order 11/82, Resolution No. 83-21), § 250-44-050, filed 11/8/82; 82-15-018 (Order 2-82, Resolution No. 82-54), § 250-44-050, filed 7/12/82. Statutory Authority: RCW 28B.10.806. 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-050, filed 8/17/79.]

WAC 250-44-060 Eligibility to apply for contracts. Either an initial or renewal application for a contract to provide either a multipurpose service center or one or more programs of service for displaced homemakers or training for service providers may be submitted by a sponsoring organization, as defined in WAC 250-44-040(16).

(1) The board shall require appropriate documentation of the nonprofit status of an applicant that is nonpublic.

(2) Organizations that apply as a consortium shall submit a single application. The application shall be submitted by the sponsoring organization that will serve as fiscal agent for the consortium.

[Statutory Authority: Chapter 28B.04 RCW. 01-01-050, § 250-44-060, filed 12/11/00, effective 1/11/01.

Statutory Authority: Chapter 28B.04 RCW, as amended. 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-060, filed 7/31/87; 84-14-084 (Order 2/84, Resolution No. 84-76), § 250-44-060, filed 7/3/84.

Statutory Authority: RCW 28B.10.806. 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-060, filed 8/17/79.]

WAC 250-44-070 Calendar and closing dates for applications and awards. (1) Applications for both initial and renewal contracts to provide services to displaced homemakers shall be submitted by eligible organizations pursuant to WAC 250-44-040(16) by the date specified in the contract application guidelines.

(2) The executive director of the board shall approve awards of contracts, provided qualifying applications were received by the closing dates specified in the application guidelines.

(3) In the event that available funds for contracts under the act are not fully utilized after approval of contracts, the executive director shall either establish a new calendar for further consideration of applications and award of contracts, or award supplemental funds to existing centers and programs by amendment of contracts in effect, or award supplemental funds for targeted displaced homemaker program initiatives.

[Statutory Authority: Chapter 28B.04 RCW. 01-01-050, amended and recodified as § 250-44-070, filed 12/11/00, effective 1/11/01. Statutory Authority: RCW 28B.10.806 and chapter 28B.04 RCW as

amended. 95-07-087 (Order 95-02), § 250-44-130, filed 3/16/95, effective 4/16/95; 93-07-061 (Resolution No. 93-8), § 250-44-130, filed 3/17/93, effective 4/17/93; 91-14-009, § 250-44-130, filed 6/24/91, effective 7/25/91. Statutory Authority: Chapter 28B.04 RCW as amended. 89-08-056 (Order 1-

89, Resolution No. HECB 89-3), § 250-44-130, filed 3/31/89; 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-130, filed 7/31/87; 85-10-022 (Order 1/85, Resolution No. 85-44), § 250-44-130, filed 4/23/85; 84-14-084 (Order 2/84, Resolution No. 84-76), § 250-44-130, filed 7/3/84; 83-14-041 (Order 3/83, Resolution No. 83-66), § 250-44-130, filed 6/30/83; 82-23-017 (Order 11/82, Resolution No. 83-

21), § 250-44-130, filed 11/8/82; 82-15-018 (Order 2-82, Resolution No. 82-54), § 250-44-130, filed

7/12/82. Statutory Authority: RCW 28B.10.806. 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-130, filed 8/17/79.]

WAC 250-44-080 Content of application. Both initial and renewal applications shall be submitted using the format and forms prescribed in the contract application guidelines.

[Statutory Authority: Chapter 28B.04 RCW. 01-01-050, amended and recodified as § 250-44-080, filed 12/11/00, effective 1/11/01. Statutory Authority: Chapter 28B.04 RCW, as amended. 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-140, filed 7/31/87; 82-15-018 (Order 2-82, Resolution No. 82-54), § 250-44-140, filed 7/12/82. Statutory Authority: RCW 28B.10.806. 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-140, filed 8/17/79.]

WAC 250-44-090 Standards to be met by applicants. In addition to eligibility as a public or nonprofit organization, each sponsoring organization shall be required to provide evidence of adequate staff or governing board provisions to provide administrative and financial management oversight services to ensure contract compliance.

[Statutory Authority: Chapter 28B.04 RCW. 01-01-050, amended and recodified as § 250-44-090, filed 12/11/00, effective 1/11/01. Statutory Authority: Chapter 28B.04 RCW as amended. 84-14-084 (Order 2/84, Resolution No. 84-76), § 250-44-070, filed 7/3/84. Statutory Authority: RCW 28B.10.806. 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-070, filed 8/17/79.]

WAC 250-44-100 Required assurances. No contract shall be awarded unless the sponsoring organization includes in its application the following assurances:

- (1) No person in this state, on the grounds of sex, age, race, color, religion, national origin, or the presence of any sensory, mental, or physical handicap, shall be excluded from participating in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with funds made available under the act;
- (2) The sponsoring organization shall actively seek to employ for all staff positions supported by funds provided under the act, and for all staff positions supported by matching funds under any contract, including supervisory, technical and administrative positions, persons who qualify as displaced homemakers;
- (3) Services provided to displaced homemakers under the contract shall be provided without payment of any fees for the services: Provided, That the executive director may approve exceptions to this requirement upon determining that such exceptions would be in the best interest of displaced homemaker program objectives;
- (4) First priority for all services provided under the contract shall be given to persons who qualify in all regards as displaced homemakers. Other persons in need of the services due to similar circumstances may be assisted if provision of such assistance shall not in any way interfere with the provision of services to displaced homemakers as defined in the act. The sponsoring organization shall include in its reports separate and distinct accountability for services to displaced homemakers and to other persons in need of the services;
- (5) The sponsoring organization agrees to comply in full with the accounting and reporting requirements set forth in WAC 250-44-190 and such other accounting and reporting requirements as may be established by the executive director.
- (6) The sponsoring organization agrees to participate in evaluation procedures, including the use of all specified uniform client classification forms for persons to whom services are provided, and specified uniform evaluation questionnaires;
- (7) The sponsoring organization will actively seek to coordinate activities under the contract with related activities and services provided by other organizations;
- (8) The sponsoring organization understands and agrees that payments from the board under the contract will be provided monthly or quarterly upon submission and approval of payment requests in a form and containing information specified by the executive director of the board, and that approval of payments

shall be conditioned upon the executive director's determination that the sponsoring organization is in compliance with the terms of the contract and this chapter;

(9) The executive officer of the sponsoring organization has reviewed the application, including all assurances contained therein, and is authorized to submit the application and execute a contract in accordance with the application if it is approved by the board; and

(10) The executive director and staff of the board will be provided access to financial and other records pursuant to the contract.

[Statutory Authority: Chapter 28B.04 RCW. 01-10-020, § 250-44-100, filed 4/23/01, effective 5/24/01; 01-01-050, amended and recodified as § 250-44-100, filed 12/11/00, effective 1/11/01. Statutory Authority: Chapter 28B.04 RCW, as amended. 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-090, filed 7/31/87; 84-14-084 (Order 2/84, Resolution No. 84-76), § 250-44-090, filed 7/3/84; 82-15-018 (Order 2-82, Resolution No. 82-54), § 250-44-090, filed 7/12/82. Statutory Authority: RCW 28B.10.806. 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-090, filed 8/17/79.]

WAC 250-44-110 Criteria for selection of contracts to be awarded. (1) Initial contracts. For each closing date established as specified in WAC 250-44-070, applications will be ranked competitively according to their performance with respect to:

(a) Size of the potential population to be served;

(b) Demonstrated need for the proposed services;

(c) Experience and capabilities of the sponsoring organization;

(d) Provisions for coordination of services with other organizations providing related services in the geographic area.

(2) The executive director shall develop a system for evaluating initial applications with respect to the above-stated criteria, and make available in the application guidelines a description of the system.

(3) Final selection of initial applications to be approved will be based upon both relative ranking on factors listed in subsection (1) of this section and appropriate geographic distribution.

(4) Renewal contracts. The sponsoring organization may be eligible to renew its contract for one ensuing biennium provided the sponsoring organization was in full compliance with the 1999-2001 contract.

Thereafter, the sponsoring organization may be eligible to renew its contract for one subsequent biennium provided the sponsoring organization was in full compliance with the contract and performance indicators established by the executive director.

(5) The executive director shall develop a system for evaluating renewal applications and make available in the application guidelines a description of the system.

[Statutory Authority: Chapter 28B.04 RCW. 01-10-020, § 250-44-110, filed 4/23/01, effective 5/24/01; 01-01-050, amended and recodified as § 250-44-110, filed 12/11/00, effective 1/11/01. Statutory Authority: Chapter 28B.04 RCW, as amended. 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-150, filed 7/31/87; 82-15-018 (Order 2-82, Resolution No. 82-54), § 250-44-150, filed 7/12/82. Statutory Authority: RCW 28B.10.806. 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-150, filed 8/17/79.]

WAC 250-44-120 Procedure for selection of contracts to be awarded. (1) Initial contracts. The following steps will be employed in screening and selection of applications to be approved for initial contracts:

(a) Applications will be screened for eligibility and completeness;

(b) A panel of application readers will be established, to consist of board staff members designated by the executive director, members of the advisory committee who are not members of the legislature or employees of sponsoring organizations, and such other persons as may be deemed appropriate by the executive director;

(c) Within each category of application as described in WAC 250-44-110(1), the panel of readers will evaluate and rank qualifying applications according to the system published in accordance with WAC 250-44-110(2);

(d) The advisory committee will consider evaluations prepared by the readers, and will develop a list of

recommended approved applications to be awarded contracts;

(e) The list of recommended approved applications will be submitted to the executive director of the board for approval. Upon approval the executive director will award the contracts.

(2) Renewal contracts. The following steps will be employed in screening and selection of applications to be approved for renewal contracts:

(a) Applications will be screened for eligibility and completeness;

(b) In cooperation with the advisory committee, or a subset thereof, the board will evaluate qualifying applications in accordance with WAC 250-44-110(4) and develop a list of recommended approved renewal applications according to the system published in WAC 250-44-110(5);

(c) The list of recommended approved renewal applications shall be submitted to the executive director of the board for approval. Upon approval the executive director will award the renewal contracts.

[Statutory Authority: Chapter 28B.04 RCW, 01-10-020, § 250-44-120, filed 4/23/01, effective 5/24/01; 01-01-050, amended and recodified as § 250-44-120, filed 12/11/00, effective 1/11/01. Statutory Authority: Chapter 28B.04 RCW, as amended. 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-160, filed 7/31/87; 82-15-018 (Order 2-82, Resolution No. 82-54), § 250-44-160, filed 7/12/82. Statutory Authority: RCW 28B.10.806, 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-160, filed 8/17/79.]

WAC 250-44-130 Incorporation of applications in contracts. Each approved application will be incorporated into and made a part of the contract between the board and the sponsoring organization, to be signed by the executive director and the executive officer of the sponsoring organization.

[Statutory Authority: Chapter 28B.04 RCW, 01-01-050, recodified as § 250-44-130, filed 12/11/00, effective 1/11/01. Statutory Authority: Chapter 28B.04 RCW, as amended. 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-170, filed 7/31/87. Statutory Authority: RCW 28B.10.806, 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-170, filed 8/17/79.]

WAC 250-44-140 Length of contract periods. (1) Contract periods for each contract awarded under the act shall be in accordance with each application proposal, subject to contract application guidelines issued by the executive director, but shall not begin before the starting date or extend beyond the end date of the upcoming biennium.

(2) An initial contract shall be awarded on a biennial basis.

(3) A contract funded for the 1999-2001 biennium may be renewed for the 2001-2003 biennium provided the sponsoring organization was in full compliance with all of the terms of the 1999-2001 contract, as evidenced by the on-site compliance reviews.

(4) An initial contract funded for the 2001-2003 biennium, and any contract funded thereafter may be renewed for one ensuing biennium provided the sponsoring organization was in full compliance with the contract and performance indicators established by the executive director.

[Statutory Authority: Chapter 28B.04 RCW, 01-01-050, amended and recodified as § 250-44-140, filed 12/11/00, effective 1/11/01. Statutory Authority: RCW 28B.10.806 and chapter 28B.04 RCW as amended. 95-07-087 (Order 95-02), § 250-44-110, filed 3/16/95, effective 4/16/95; 93-07-061 (Resolution No. 93-8), § 250-44-110, filed 3/17/93, effective 4/17/93; 91-14-009, § 250-44-110, filed 6/24/91, effective 7/25/91. Statutory Authority: Chapter 28B.04 RCW as amended. 89-08-056 (Order 1-89, Resolution No. HECB 89-3), § 250-44-110, filed 3/31/89; 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-110, filed 7/31/87; 85-10-022 (Order 1/85, Resolution No. 85-44), § 250-44-110, filed 4/23/85; 84-14-084 (Order 2/84, Resolution No. 84-76), § 250-44-110, filed 7/3/84; 83-14-041 (Order 3/83, Resolution No. 83-66), § 250-44-110, filed 6/30/83; 82-23-017 (Order 11/82, Resolution No. 83-21), § 250-44-110, filed 11/8/82; 82-15-018 (Order 2-82, Resolution No. 82-54), § 250-44-110, filed 7/12/82. Statutory Authority: RCW 28B.10.806, 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-110, filed 8/17/79.]

WAC 250-44-150 Amendment of contracts. A contract may be amended by mutual agreement between the executive director and the executive officer of the sponsoring organization.

[Statutory Authority: Chapter 28B.04 RCW. 01-01-050, recodified as § 250-44-150, filed 12/11/00, effective 1/11/01. Statutory Authority: Chapter 28B.04 RCW, as amended. 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-180, filed 7/31/87; 82-15-018 (Order 2-82, Resolution No. 82-54), § 250-44-180, filed 7/12/82. Statutory Authority: RCW 28B.10.806. 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-180, filed 8/17/79.]

WAC 250-44-160 Eligible expenditures and matching requirements. (1) Eligible expenditures include all operating expenses necessary to carry out the training, counseling, and referral services covered in the proposal, and to provide outreach activities related to the services, subject to the following limitations:

(a) No funds under the contract budgets shall be utilized to provide subsistence or stipends for recipients of the services provided.

(b) No funds under the contract budgets shall be utilized to pay for student tuition and fees for enrollment in education programs or courses except under specific prior approval by the executive director.

(c) All out-of-state travel or any subcontracts with other agencies or organizations, to be paid for with funds under contract budgets, must be specifically approved in advance by the executive director or the director's designee; and

(d) Formula allocations of overhead or other expenses of the sponsoring organization not directly related to the provision of the services covered by the contract shall not be included in the contract budget, but charges for direct services in support of the contract such as financial accounting services, printing services, transportation, etc., may be included.

(2) Although the contract budget shall not support subsistence, stipends, or tuition and fee payments (unless approved in advance) for recipients of services under the contract, sponsoring organizations are encouraged wherever possible and appropriate to obtain and provide funds for such purposes from other sources.

(3) Matching requirements. At least thirty percent of the funding for each center or program supported by a contract under the act must be provided by the sponsoring organization, based on the original contract amount.

(a) Validation of the provision of required matching support shall be provided as required in each application.

(b) Matching may be provided either in the form of supplemental funds, from any source other than the contract under the act, to pay for services separately accounted for in carrying out the activities covered by the contract, or in the form of contributed services or contributions in-kind also specifically and separately accounted for.

(c) Contributions in-kind may include materials, supplies, chargeable services such as printing services or transportation, salaries and fringe benefit costs for paid employees of the sponsoring organization to the extent such employees work directly in the provision of services under the contract or providing direct support such as secretarial or accounting support, and the equivalent value of contributed volunteer services on the same basis: Provided, That the dollar value of contributed volunteer services shall be calculated by determining the hourly rate for comparable paid positions for which the volunteer is fully qualified, and multiplying the hourly rate times the number of hours of service contributed.

[Statutory Authority: Chapter 28B.04 RCW. 01-01-050, amended and recodified as § 250-44-160, filed 12/11/00, effective 1/11/01. Statutory Authority: Chapter 28B.04 RCW, as amended. 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-080, filed 7/31/87; 84-14-084 (Order 2/84, Resolution No. 84-76), § 250-44-080, filed 7/3/84. Statutory Authority: RCW 28B.10.806. 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-080, filed 8/17/79.]

WAC 250-44-170 Payments under approved contracts. Payments to sponsoring organizations under approved contracts for multipurpose service centers, programs of service, and training for service providers shall be authorized and processed according to the following procedure:

(1) Payments will be made, one month at a time; unless less frequent payments are requested by the contractor.

(2) Sponsoring organizations will submit requests for payment on Invoice Voucher A 19-x form and to contain information specified by the executive director to include:

- (a) Actual expenditures for request period;
- (b) Expenditures listed by the following categories: Personnel, travel, facilities, advertising, supplies/materials, communications, and other.
- (3) Upon approval of the request for payment, and receipt of the quarterly report for the most recent completed quarter under the contract, the executive director will authorize disbursement of the funds.
- (4) Requests for payments must be received in the board office at least two weeks prior to the requested payment date.

[Statutory Authority: Chapter 28B.04 RCW. 01-01-050, recodified as § 250-44-170, filed 12/11/00, effective 1/11/01. Statutory Authority: Chapter 28B.04 RCW, as amended. 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-120, filed 7/31/87; 85-10-022 (Order 1/85, Resolution No. 85-44), § 250-44-120, filed 4/23/85; 82-15-018 (Order 2-82, Resolution No. 82-54), § 250-44-120, filed 7/12/82. Statutory Authority: RCW 28B.10.806. 79-09-042 (Order 7-79, Resolution 80-4), § 250-44-120, filed 8/17/79.]

WAC 250-44-180 Withholding of contract payments. If the executive director determines that a sponsoring organization is not in compliance with contract provisions of this chapter, the executive director shall suspend payments under the contract and shall file a report with the board and with the sponsoring organization of the reason for suspension of payments. The sponsoring organization may correct the state of noncompliance or may appeal the executive director's determination to the board at its next regular meeting. If the executive director finds that any claimed expenditures under the contract are not eligible under this chapter, the executive director shall deduct such amounts from the next request for payment. The sponsoring organization may, through the executive director, request a hearing on the executive director's decision before the board at its next regular meeting.

[Statutory Authority: Chapter 28B.04 RCW. 01-01-050, amended and recodified as § 250-44-180, filed 12/11/00, effective 1/11/01. Statutory Authority: Chapter 28B.04 RCW, as amended. 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-190, filed 7/31/87. Statutory Authority: RCW 28B.10.806. 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-190, filed 8/17/79.]

WAC 250-44-190 Accounting, reporting, and records retention requirements. (1) Accounting. Sponsoring organizations shall maintain separate accounts for funds received under approved contracts and for matching funds expended and in-kind matching provided under such contracts. The accounting records shall include:

- (a) Sufficient detail by object of expenditure to permit verification and reporting of expenditures according to object categories used in the budget format provided with the application; and
- (b) Documentation of all expenditures charged to the contract or matching accounts, in the form of either:
 - (i) Direct charges supported by vouchers;
 - (ii) Journal vouchers for allocated portions of shared costs such as rental or communication costs, supported by explanations of allocation methods consistent with accounting practices generally used by the sponsoring organization; or
 - (iii) Records of actual time worked for persons not employed one hundred percent, but whose salary or wages are charged in part to the contract or matching account.

(2) Reporting. Sponsoring organizations shall:

- (a) Provide quarterly reports to the executive director, in a format and containing information specified by the executive director, sufficient to provide:
 - (i) An evaluation of outreach and participation in the services provided under the contracts; and
 - (ii) An evaluation of performance under the contract.
- (b) Maintain such records as are necessary to provide information contained in the reports.

(3) Records retention. Sponsoring organizations shall retain accounting and other supporting records until notified by the executive director of the completion of a program audit after the end of the contract

period. This requirement is in addition to requirements of the state auditor's office applicable to public institutions and agencies.

[Statutory Authority: Chapter 28B.04 RCW. 01-01-050, recodified as § 250-44-190, filed 12/11/00, effective 1/11/01. Statutory Authority: Chapter 28B.04 RCW, as amended. 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-100, filed 7/31/87. Statutory Authority: RCW 28B.10.806. 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-100, filed 8/17/79.]

WAC 250-44-200 Program audits. The executive director may arrange for a program audit, including review of accounts for expenditures under the contract, upon completion of the contract period. If any claimed expenditures are determined to be ineligible, the sponsoring organization shall be required to repay the amount of such ineligible expenditures.

[Statutory Authority: Chapter 28B.04 RCW, as amended. 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-200, filed 7/31/87; 82-15-018 (Order 2-82, Resolution No. 82-54), § 250-44-200, filed 7/12/82. Statutory Authority: RCW 28B.10.806. 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-200, filed 8/17/79.]

GLOSSARY

Allowable Expenditures - Allowable expenditures include all operating expenses needed in the delivery of training, counseling, referral and outreach activities to displaced homemakers. Expenditures must fall within the following categories: Personnel (hourly, salary, benefits), Travel, Facilities, Advertising, Supplies/materials, Communications and Other (approved by Board). All activities related to these direct services are subject to the following limitations:

- Funds provided under the Higher Education Coordinating Board contract budget may not be used to provide subsistence, stipends, child care or transportation assistance to program participants.
- Funds provided under the Higher Education Coordinating Board contract budget may not be used to pay for student tuition and fees for enrollment in educational programs or courses.
- Travel costs paid may not exceed maximums established in state regulations (RCW 43.03.050 and RCW 43.03.060 as now existing or amended). Any out-of-state travel must be specifically approved in advance by Board staff.
- The sponsoring organization shall not subcontract work or services contemplated under the project without obtaining prior approval from the Displaced Homemaker Program Manager. The Board retains the authority to review and approve or disapprove all subcontracts.
- Formula allocations of overhead or other expenses of the sponsoring organization not directly related to the provision of the services covered by the contract may not be included in the Higher Education Coordinating Board contract budget. Charges for direct services in support of the contract, such as financial accounting services, printing services, instructors, etc., may be included.

Displaced Homemaker - The Displaced Homemaker Program statute defines a displaced homemaker as an individual who:

- Has worked in the home for ten or more years providing unsalaried household services for family members on a full-time basis;
- Is not gainfully employed (schedule based on the Washington State Need Standard, included among the exhibits);
- Needs assistance in securing gainful employment; and
- Meets one of the following criteria:
 - ♦ Has been dependent on the income of another family member but is no longer supported by that income; or
 - ♦ Has been dependent on federal assistance but is no longer eligible for that assistance; or
 - ♦ Is supported as the parent of minor children by public assistance or spousal support, but whose youngest children are within two years of reaching 18 years of age.

Fees - All services under this contract must be provided without charge to displaced homemaker participants.

Gainful Employment - Employed for salary or wages on a continuing basis and earning at least an amount equal to the standard of need established under RCW 74.04.770 (see the Washington State Need Standard under tab 4). Any income from sources other than salary or wages is not counted when determining eligibility for the program.

Individual Advising Sessions - One-on-one activities between qualified staff and individual displaced homemakers, for example, entrance and exit sessions.

Information and Referral Services - Information and Referral services are brief one-on-one contacts with individuals who request information about, or referral to, an agency that provides an existing service, or information about other services. The contact may occur by phone or in person. **This does not include mailings of brochures or other materials that market your program, or requests from individuals about your program.**

These services may be provided through a variety of means, such as rotating workshops, telephone counseling, multiple outreach service sites, and through cooperative agreements with other agencies. Contractors shall also provide information and referral to existing resources (federal, state and local programs), which may be of assistance to displaced homemakers, including:

- Mental health and counseling services designed to assist the displaced homemaker with the transition from dependence to independence.
- Employment and training services, which include vocational counseling, short-term skill training, and job placement assistance.
- Health counseling services, which deal with preventative health care, nutrition, alcohol and drug abuse, and health care consumer education.
- Financial management information services concerning insurance, taxes, estate and probate problems, mortgages, credit, and other appropriate matters.
- Educational information and assistance concerning credit and non-credit courses, re-entry programs at secondary and higher education institutions, and student financial aid.
- Legal information and referral services to qualified personnel on matters directly related to problems of displaced homemakers.
- Other services that meet the particular needs of displaced homemakers.

Examples of Information and Referral may include, but are not limited to, the following:

- An individual calls to request information about housing assistance programs, and is given the appropriate phone number for the local housing authority office.
- An individual comes into the program office and inquires about financial assistance to attend college. Program staff refers the person to the financial aid office of the local community college.
- An individual calls to inquire about how to help a friend who is involved in a domestic violence situation. Program staff provide a phone number for the local domestic violence shelter.

Intensive Instructional Services - Intensive Instructional Services (IIS) provide a comprehensive curriculum that results in employment, enrollment in on-the-job training, and/or

enrollment in academic/vocational schooling. Intensive instructional services include at least 50 education and training hours, six hours of structured group support, and two hours of individual advising. All of these activities should be designed to enhance participants' abilities to meet the goals of the Displaced Homemaker Program.

IIS must include, but not limit itself, to:

- Job counseling that is specifically designed for displaced homemakers, and that presents realistic and appropriate job opportunities, including non-traditional career paths. Such counseling shall include interest, aptitude and skill assessment, identification of homemaking skills, and volunteer experience that can lead to gainful employment, vocational decision making, resume writing, interviewing, and job search skills.
- Job training and job placement services that emphasize short-term training and lead to gainful employment. Such services shall assist displaced homemakers in gaining admission to public and private job training programs and opportunities, including vocational education and apprenticeship training programs. They may also develop, through cooperation with state and local government agencies and private employers, model training and placement programs for jobs in the public and private sectors, assisting in identifying community needs, and creating new jobs in the public and private sectors. They shall assist displaced homemakers to become aware of existing job opportunities and to obtain gainful employment.
- Educational services include outreach and information about courses offering credit through higher education programs and other re-entry programs.
- Assisting the displaced homemaker with the transition from dependence to independence. Such advising shall include peer group support, self-esteem building, and development of positive attitudes and effective coping skills.

Other services that may be offered as IIS are:

- Health counseling referral services including the principles of preventive health care to address nutrition, alcohol and drug abuse, and other related health care matters as appropriate. Emphasis should be on referral, wherever feasible and appropriate, to local agencies specializing in health, nutrition, and alcohol and drug abuse issues.
- Financial management counseling, with an emphasis on referral, to provide information and assistance on insurance, taxes, estate and probate problems, mortgages, loans, and other related financial matters.
- Legal counseling to be limited to matters directly related to displaced homemakers. Emphasis should be on referral, wherever feasible and appropriate, to public legal assistance programs staffed by attorneys.
- General information and referral services about federal and state employment assistance programs of interest and benefit to displaced homemakers.

Job Placement - A job placement is employment, either obtained or upgraded, for clients enrolling in and completing the IIS. Job placements should be reported for all clients who successfully complete the class and for which the following applies:

- Clients not previously employed before enrolling in the IIS, who obtain employment either during the duration of the class, or after its completion.
- Clients who may have been employed before enrolling in the IIS, but who upgrade or improve their employment status.

Matching Requirements - At least 30 percent of the total funding for the Displaced Homemaker Center or Program must be provided by the sponsoring agency. Matching funds may be provided either in the form of supplemental funds (from approved sources) or in the form of contributed in-kind services. All matching funds must be separately accountable. Matching funds must be available and committed for the entire period of the contract. For example, funds depending on annual legislative or congressional appropriations cannot be counted as match for both contract years.

Contributions in-kind may include: materials, supplies, chargeable services, salaries and fringe benefit costs for paid employees of the sponsoring organization to the extent such employees work directly in the provision of services under the contract or provide direct support such as secretarial or accounting services on the same basis. The dollar value of contributed volunteer services shall be calculated by determining the hourly rate for comparable paid positions for which the volunteer is fully qualified, and multiplying the hourly rate times the number of hours of service contributed.

Multipurpose Service Centers - Multipurpose Service Centers provide the full range of MS services listed below (Permissible Displaced Homemaker Program Activities). In general, Centers tend to serve more densely populated areas.

Permissible Displaced Homemaker Program Activities - The following activities and services (as defined in the intensive instructional service section of this glossary) are authorized by the Displaced Homemaker Act:

- Job counseling services
- Job training and job placement services
- Health counseling services
- Financial management services
- Educational services
- Legal counseling and referral services
- General outreach and information services

Programs of Service - Programs of Service provide one or more of the services listed above (Permissible Displaced Homemaker Program Activities).

Structured Group Support - Facilitated activities with more than one displaced homemaker that provide an opportunity for learning from each other, or a facilitator/presenter.

Support Services - Support Services are meant to provide direct support and assistance to displaced homemakers in one or more of the permissible activities (listed above), but not the comprehensive array of services provided to participants in IIS. Support services are provided through one or more direct contacts with an individual, providing direct support, for a longer time period than Information and Referral. Individuals currently enrolled in IIS should not be considered support service clients. If they plan on attending an upcoming class, but need support services before the class begins, those services may be counted. Likewise, if an individual completes the IIS and returns after graduation to receive support services, those services may be counted.

Examples of Support Services may include, but not be limited to the following:

- An individual comes into the office and asks for help with a housing issue. The person is being evicted from the home and is on the verge of becoming homeless. As the individual waits, program staff begins calling appropriate agencies that may be able to provide assistance.
- An individual comes into the office and asks for help completing admission forms for the local community college. Program staff assists in the completion of the forms.
- An individual comes into the office and expresses that she/he is in immediate danger because of a domestic violence situation. Program staff assists in contacting the local domestic violence shelter and removing the individual from the current situation.

Training Placement - Training placements refer to clients who have enrolled in and completed the IIS, who then enter one of the training or education programs listed below:

- Community colleges – (short-term training, certificate program, 2-year degree)
- Vocational/technical – (does not include business program)
- Four-year college – (public or private)
- On-the-job training program
- Business school – (private/proprietary school of business)

**WASHINGTON STATE DISPLACED HOMEMAKER PROGRAM
CLIENT ELIGIBILITY FORM**

Contract Period: **2001-2003**
Client Number _____
Date: _____

Please use the following criteria to determine client eligibility for the Washington State Displaced Homemaker Program:

The answers to the following two questions must be “True”:

Criteria I	True	False
The client has worked in the home for ten or more years providing unsalaried household services for family members on a full-time basis. (Years do not have to be consecutive.) Number of years: _____		
The client is not gainfully employed (based on the Washington State Need Standard).		

*In addition to meeting the above criteria, **one** of following criteria must be met.*

Criteria II	True	False
The client has been dependent on the income of another family member but is no longer supported by that income.		
The client has been dependent on federal assistance but is no longer eligible for that assistance.		
The client is supported as the parent of minor children by public assistance or spousal support, but the youngest child is within two years of reaching majority.		

If the client meets all of the requirements for Criteria I, and one of the requirements for Criteria II, he/she is an eligible displaced homemaker under the Washington State Displaced Homemaker Program and should receive priority services.

Washington State Need Standard

To determine if an individual is an 'eligible' displaced homemaker in Washington, she/he must not be gainfully employed. WAC 250-44-040, section 9 defines gainful employment as measured against the Washington State Need Standard. The Washington State Need Standard is updated annually by the Washington State Department of Social and Health Services, and is found in WAC 388-478-0015 – Cash assistance need standards.

To determine if the client is gainfully employed, determine if the client pays shelter costs, determine the family size, and compare wages to the amount in the column entitled Need Standard.

WAC 388-478-0015 Need standards for cash assistance. The need standards for cash assistance units are:

(1) For assistance units with obligation to pay shelter costs:

Assistance Unit Size	Need Standard
1	\$ 797
2	1,008
3	1,247
4	1,467
5	1,690
6	1,918
7	2,215
8	2,452
9	2,693
10 or more	2,926

(2) For assistance units with shelter provided at no cost:

Assistance Unit Size	Need Standard
1	\$ 480
2	607
3	752
4	884
5	1,019
6	1,156
7	1,335
8	1,478
9	1,623
10 or more	1,764

[Statutory Authority: RCW 74.04.050, 74.04.055, 74.04.057, 74.08.090, and 74.04.200. 01-11-108, § 388-478-0015, filed 5/21/01, effective 7/1/01. Statutory Authority: RCW 74.04.200, 99-04-056, § 388-478-0015, filed 1/29/99, effective 3/1/99. Statutory Authority: RCW 74.04.050, 74.04.055, 74.04.057 and 74.08.090, 98-16-044, § 388-478-0015, filed 7/31/98, effective 9/1/98.]

QUARTERLY REPORT INSTRUCTIONS

Quarterly reports are due on the 10th of the month immediately following each quarter. These reports include information about the number of individuals served and should be reported using computerized forms provided by the Board. Information for each quarter should be added directly onto the spreadsheet. One form should be submitted for each contract. Information for sub-contractors should be included and reported by the sponsoring organization.

Reports can be emailed as attachments, with an original signed copy sent by regular mail. The signature of the *authorized official* needs to be the administrator or director who ensures contract compliance and legality of the information reported to the Higher Education Coordinating Board.

I. Information and Referral

Information and Referral services are brief one-on-one contacts with individuals who request information about, or referral to, an agency that provides an existing service. The contact may occur by phone or in person. This does not include mailings of brochures or other materials that market your program.

Please indicate the number of times that information was provided to individuals and the number of referrals made, using the following categories:

- a. Educational Services
 - Financial aid information
 - Degree programs
 - Tutoring/academic assistance
- b. Employment Services
 - Job/career counseling
 - Skills identification
 - Resume building assistance
 - Non-traditional careers information
 - Job training
 - Job placement services
- c. Health Counseling Services
 - Mental health issues
 - Physical health/conditioning/nutrition
 - Preventive health information
 - Insurance information
 - Alcohol and drug abuse
 - Other healthcare matters

- d. Financial Management
 - Debt management
 - Other related financial matters
- e. Legal Counseling and Referral
- f. Basic or Immediate Survival Needs
 - Shelter/food
 - Domestic violence issues
 - Childcare
 - Transportation
 - Other immediate needs

II. Support Services

Support services are provided through one or more direct contacts with an individual, providing direct support, for a longer time period than I & R. For support services provided through outreach workshops or seminars, include the information in the category according to the topic of information provided.

If an individual receives a variety of support services from your office on different occasions, record each instance that she/he received a different type of support.

Individuals may be counted as long as they are **not** currently enrolled in ISS. If they plan on attending an upcoming class, but need support services before the class begins, those services may be counted. Likewise, if an individual completes the ISS and returns after graduation to receive support services, those services may be counted.

Record the number of instances that individuals received direct support in each of the following categories:

- a. Educational Services
- b. Employment Services
- c. Health Counseling Services
- d. Financial Management
- e. Legal Counseling and Referral
- f. Basic or Immediate Survival Needs

Support Services Detail – Based on discussions held during the August In-Service Training, this information is no longer included on the Quarterly Report.

III. Intensive Instructional Services

Enrolled

Report the number of eligible and ineligible clients who participated in Board-funded Intensive Instructional Classes.

Completed

Report the number of eligible and ineligible clients who successfully completed Board-funded Intensive Instructional Classes.

Placement data will be taken from the follow-up forms only.

Quarterly Report Due Dates

Quarter	Due Date
July – September, 2001	October 10, 2001
October – December, 2001	January 10, 2002
January – March, 2002	April 10, 2002
April – June, 2002	July 10, 2002
July – September, 2002	October 10, 2002
October – December, 2002	January 10, 2003
January – March, 2003	April 10, 2003
April – June, 2003	July 10, 2003

NARRATIVE REPORTING INSTRUCTIONS

Narrative reports will be due every six months. The narrative report should provide more detailed information about the successes and challenges encountered while serving displaced homemakers.

The report should be brief, but concise and informative. Attachments can be included if they add additional information not already reflected in the narrative. Reports should be submitted by the sponsoring organization, and include information about services provided through sub-contracts.

Address the following:

1. I believe that recruitment of eligible displaced homemakers has or has not been successful because...
 2. Overall, the biggest challenge faced in the past six months was...
 3. Something that was unexpected and happened during the past six months was...
 4. The program has changed or evolved in the areas of...
 5. The following staff have either joined or left the program...
-
- If you served clients who did not meet the state's definition of a displaced homemaker, describe (a) how you ensured that eligible displaced homemakers were given priority for services, and (b) how you determined that non-eligible participants had similar circumstances to eligible displaced homemakers.
 - Provide stories about two clients who successfully completed the program, or something that you see as a trend in the individuals accessing your services (names of individuals do not need to be included).
 - Discuss your marketing strategies.

Narrative Due Dates

	Due Date
July – December, 2001	January 10, 2002
January – June, 2002	July 10, 2002
July – December, 2002	January 10, 2003
January – June, 2003	July 10, 2003

QUARTERLY REPORT - 2001-2003
Displaced Homemaker Program
Higher Education Coordinating Board

Name of Organization:

Contractor Number:

Quarter:

I. INFORMATION AND REFERRAL

	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5	Qtr 6	Qtr 7	Qtr 8	Cumulative
<i>Number of requests for information in each category</i>									
Educational Services									0
Employment Services									0
Health Counseling Services									0
Financial Management									0
Legal Counseling and Referral									0
Basic or Immediate Survival Needs									0
TOTAL	0	0	0	0	0	0	0	0	0

II. SUPPORT SERVICES

	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5	Qtr 6	Qtr 7	Qtr 8	Cumulative
<i>Number of Instances direct support and assistance were provided in each category</i>									
Educational Services									0
Employment Services									0
Health Counseling Services									0
Financial Management									0
Legal Counseling and Referral									0
Basic or Immediate Survival Needs									0
TOTAL	0	0	0	0	0	0	0	0	0

III. INTENSIVE INSTRUCTIONAL SERVICES:	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5	Qtr 6	Qtr 7	Qtr 8	Cumulative
Enrolled:									
Eligible									0
Ineligible									0
Total	0	0	0	0	0	0	0	0	0
Completed:									
Eligible									0
Ineligible									0
Total	0	0	0	0	0	0	0	0	0

SIGNATURE OF AUTHORIZED OFFICIAL

Name: _____

Signature: _____

Title: _____

Phone Number: _____

Date: _____

I certify that to the best of my knowledge and belief, this report is true in all aspects.

REPORTING GUIDELINES QUESTIONS AND ANSWERS

Information and Referral

- *For purposes of reporting, what should be included in the numbers for information and referral?*

Any information provided to an individual via a one-on-one contact, either in person or phone, can be counted as Information and Referral, except brochures or other marketing information sent out or distributed as marketing strategies for the displaced homemaker program alone.

Support Services

- *For purposes of reporting, which individuals can be counted in support services?*

Individuals may be counted as long as they are not currently enrolled in intensive instructional classes. If they plan on attending an upcoming class, but need support services before the class begins, those services may be counted. Likewise, if an individual completes the intensive instructional classes and returns after graduation to receive support services, those services may be counted. Services provided to a current intensive instructional classes participant cannot be counted.

Placement Data

- *How will placement data about program graduates be reported to the Board?*

Placement data will be reported to the Board on the Follow-Up forms.

- *When should the Follow-Up forms be completed?*

Staff should attempt to complete Follow-Up forms for every individual who was reported as a program graduate. The 60-day follow-up form should be completed at any time up to 60 days after graduation.

- *What If, at 60 days, a program graduate cannot be located?*

A 60-day Follow-Up form should be submitted for every graduate. See the instructions under Client Forms, Follow-Up Forms for those graduates who cannot be located or will not respond.

- ***Does the 60-day follow-up form have to be completed by the displaced homemaker graduate?***

No – placement info on the follow-up form can be completed by the displaced homemaker staff and based on information provided during a phone conversation or knowledge of a placement.

- ***Can additional or updated information be reported for clients?***

Yes – use the Update Follow-Up Form to report upgraded or additional information about clients. This can include program graduates for whom you may have submitted a 60-day Follow-Up form and those that you may have not been able to locate originally.

CLIENT FORM INSTRUCTIONS

Client forms provide demographic and program data on displaced homemakers who access the state-funded program. In addition to the information reported on the Quarterly Report form, client forms are used to monitor the number of clients who enroll and complete the Intensive Instructional Services component of the program, and will provide Board staff with placement data. Data collected will be analyzed and provided as feedback to contractors, the statewide advisory committee, and the Legislature. Client forms are available in Spanish upon request.

The following should be taken into consideration for all forms:

- Forms must be completed and submitted for any client who participates in a Board-funded class, unless otherwise noted.
- Forms should be submitted at least quarterly.
- Each client must be assigned a unique client number that is reflected on the Intake, Exit, Follow up, and 6-month Follow-up Update forms.
- Client numbers should begin with the assigned contract number for your program.
- Add an X onto the **beginning** of the client number of all forms for ineligible participants. Therefore, client numbers for ineligible participants may be up to 7 digits long, depending on your contract number.

INSTRUCTIONS FOR COMPLETING INTAKE FORMS

An intake form is a three-page form and consists of client information and a self-evaluation.

- An intake form must be completed for every client who participates in a Board-funded class.
- Submit intake forms to the Board for all participants who enroll and attend at least a portion of the class. For example, do not submit intake forms that were completed prior to the start of class, if the client does not attend day one.
- The number of forms submitted to the Board should reflect the number of individuals reported as “enrolled” on the quarterly report. Use the same judgment to count clients as enrolled as in number 2 of this section.

Before submitting intake forms to the Board, the following items should be reviewed for accuracy:

1. Heading

Ensure that the following are completed and correct:

- a. Date
- b. Contractor Number
- c. Contract Period
- d. Client Number
- e. Social Security Number: this is optional and will be used for research purposes only. It needs to be on page one of the intake form and cannot be used as an identification number.

2. General Information

- a. Marital status: ensure only one box is marked. Note: there is a new category as of Quarter 5 of the 2001-2003 biennium: Married – other loss of family income.
- b. How many years have you been a homemaker: ensure its completed correctly and that the number is likely given the age of the client. (Example: if the client is 50 years old and claims to have been a homemaker for 48 years, verify the number again with the client)
- c. How many dependents do you have: ensure it's completed, if applicable
- d. How many of your dependents are younger than 18: ensure it's completed if applicable
- e. In what county do you reside: ensure that the specific county is written.
- f. How did you hear about DHP: ensure only one box is marked. If “Other” category is marked, ensure there is no existing category for it. (Example: if they mark “Other – Lawyer” then the box referral/agency should be marked.)

- g. Ethnicity: Ensure that “American” or “USA” is not written in the “other” category. These do not count as ethnicities, and do not help us when we try to determine which ethnic groups we are serving and to which ethnic groups we need to reach out.

3. Employment Information

- a. If not currently employed: ensure that this area is left totally blank. There is no need to write None or N/A.
- b. If employed: ensure that employer name is completed.
- c. Hours per week: ensure that it’s completed. If hours fluctuate, ask client to average out the hours. We cannot enter a range of numbers into our database. (Example: works 20-30 hours a week, average is 25 hours a week.)
- d. Benefits: ensure only benefits received as a result of current employment are marked.
- e. Type of work: ensure that only one box is checked. If “Other” category is marked ensure there is no existing category for it. (Example: if they mark “Other – Childcare,” then the box service should be marked.)

4. Education Information

- a. What is the highest level of education completed: ensure that only one box is marked. If “Some College” is marked, ensure that it’s not for courses currently being taken.

5. Income Information

- a. Income information reported will be matched to marital status and number of dependents to determine if client is eligible, based on Washington State Need Standard.
- b. Income Source: ensure all applicable sources are marked and calculated on a monthly basis. If client is separated or divorced, the client should not include spouse’s salary under “Other” category.

6. Employment Barriers

- a. Ensure that the barriers are ranked using the corresponding number.

7. DHP Services

- a. Ensure that the services are ranked using the corresponding number.

8. Self Evaluation Form

- a. Date: ensure it’s completed.
 - b. Client number: ensure the number is written on evaluation, as this form will be separated from the intake.
-

The information provided on the Intake forms will be used to monitor and track the following:

- The number of clients enrolled.
- Demographic information about the clients.
- The eligibility of clients.
- A majority of eligible displaced homemakers is being served.

INSTRUCTIONS FOR COMPLETING EXIT FORMS

The exit form is a one-page form that evaluates the effectiveness of the class for each client, and confirms the number of IIS graduates.

- An intake form must be in place for any client completing and submitting an exit form.
- Exit forms must be completed for every client who participates in a Board-funded class.
- Clients should complete the services and program evaluation piece themselves.

Before submitting exit forms to the Board, the following items should be reviewed for accuracy:

1. Heading

Ensure that the following are completed and correct:

- a. Date
- b. Contractor number
- c. Contract period
- d. Client number

Did the participant complete: ensure that it's marked. If client did not complete, ensure the appropriate reason for not completing is marked.

2. IIS Services

- a. Rank the most critical services: ensure that the services are ranked using the corresponding number.

3. Other comments

- a. Ensure that they are marked. Clients should be encouraged to share their thoughts about the program.

The information provided on the exit forms will be used to monitor and track the following:

- The number of clients completing the class.
- The effectiveness of the class.
- Information about attrition.

INSTRUCTIONS FOR COMPLETING FOLLOW-UP FORMS

The follow-up form is a three-page form that consists of current employment and training information and a self-evaluation.

- Program staff must attempt to complete a follow-up form for every client who completes a Board-funded class, and for whom an intake and exit form was submitted.
- Follow-up forms must be completed within 60 days of the day of class completion.
- For graduates who cannot be located, submit a list with client numbers to the Board and specify on the form “Cannot Locate.”
- Forms can either be mailed to recipients or completed as a result of personal contact.

Before submitting follow-up forms to the Board, the following items should be reviewed for accuracy:

1. Heading

Ensure that the following are completed:

- a. Date
- b. Contractor number
- c. Contract period
- d. Client number

2. Employment Information

- a. If not currently employed: ensure that this area is left totally blank. There is no need to write None or N/A.
- b. If employed: ensure that employer name is completed if possible.
- c. Hours per week: ensure that it's completed. If hours fluctuate, ask client to average out the hours. . . We cannot enter a range of numbers into our database.. *(Example: works 20-30 hours a week, average is 25 hours a week.)*
- d. Benefits: ensure only benefits received as a result of current employment are marked.
- e. Type of work: ensure that only one box is checked. If “Other” category is marked, ensure there is no category for it. *(Example: if they mark “Other – Childcare” then the box service should be marked.)*
- f. Is this job a result of the Displaced Homemaker Program: ensure that it's marked.

3. Education Information

- a. What is the highest level of education completed: ensure that only one box is marked. If “Some College” is marked, ensure that it’s not for courses currently being taken.
- b. Where are you getting your training or education: ensure that if the client is marking “Other-PIC or Goodwill” that the On-the-job training block is marked instead of “Other”.
- c. How long will the training/education last: ensure it’s marked.

4. Income information

- a. Income Source: ensure all applicable sources are marked and calculated on a monthly basis. If client is separated or divorced, the client should not include spouse’s salary under “Other” category.

5. Employment Barriers

- a. Ensure that the barriers are ranked using the corresponding number.

6. DHP Services

- a. Ensure that the services are ranked using the corresponding number.

7. Self-evaluation Form

- a. Date: ensure it’s filled out.
- b. Client Number: ensure the number is written on evaluation, as this form will be separated from the Follow-up form.

The information provided on the follow-up forms will be used to monitor and track the following:

- Changes in economic status.
- Changes in training status.
- Changes in self-evaluation.

**INSTRUCTIONS FOR COMPLETING
FOLLOW-UP UPDATE FORMS
(VOLUNTARY)**

The follow-up Update form is a one-page form that allows **upgraded** employment or training information to be reported to the Board after the initial 60-day follow-up.

- These forms are not mandatory.
- Forms can either be mailed to recipients or completed as a result of personal contact.

Before submitting follow-up forms to the Board, review the following items for accuracy:

1. Heading

Ensure that the following are completed:

- a. Date
- b. Contractor number
- c. Contract period
- d. Client number

2. Employment Information

- a. If not currently employed: ensure that this area is left totally blank. There is no need to write None or N/A.
- b. If employed: ensure that employer name is filled out.
- c. Hours per week: ensure that it's filled out. If hours fluctuate, ask client to average out the hours. (Example: works 20-30 hours a week, average is 25 hours a week.)
- d. Benefits: ensure only benefits received as a result of current employment are marked.
- e. Type of work: ensure that only one box is checked. If "Other" category is marked ensure there is no category for it. (Example: if they mark "Other – Childcare" then the box service should be marked.)
- f. Is this job a result of the Displaced Homemaker Program: ensure that it's marked.

3. Education Information

1. What is the highest level of education completed: ensure that only one box is marked. If "Some College" is marked, ensure that it's not for courses currently being taken.
2. Where are you getting your training or education: ensure that if the client is marking "Other-PIC or Goodwill" that the On-the-job training block is marked instead of "Other".
3. How long will the training/education last: ensure it's marked.

4. Income information

- a. Income Source: ensure all applicable sources are marked and calculated on a monthly basis only. If client is separated or divorced, the client should not include spouse's salary under "Other" category.

The information provided on the follow-up Update forms will be used to monitor and track the following:

- Upgraded economic status.
- Upgraded employment and training status.

Financial Reporting Guidelines

Financial reports and invoice vouchers are due by the last day of the month immediately following each quarter, except for fiscal year end (see due dates below.)

Grant expenditures and match information should be reported using the forms provided by the Board. Reports can be emailed as attachments, with an original signed copy sent by regular mail. The information for each quarter should be added directly onto the spreadsheet. The cumulative column will calculate the total expenditures, and match, to date.

The following must be taken into consideration:

1. Financial reports and invoice vouchers must be submitted at least quarterly.
2. Payment to the contractor will be made after receipt of and approval of an invoice voucher. Each invoice voucher should include the time period, a breakout of expenditures – by category - total amount requested, and an original signature.
3. Because of state accounting regulations, dollars budgeted for expenditures cannot be carried forward or back between fiscal years.
4. Expenditures are monitored on a quarterly basis according to the annual budgets submitted by the contractor and approved by the Board.
5. No indirect costs may be expended from state program funds.
6. Contractors may reallocate up to ten (10) percent of annual budgeted funds between budget categories with the exception of salaries. The Board must approve in writing any adjustments affecting salaries.
7. All expenditure and match information for sub-contractors should be included and reported by the sponsoring organization.
8. Match should be reported at the same level as reported in the proposal.

For additional accounting and reporting requirements, review the following sections of the contract/agreement:

Section 1. - Funding/Period Of Performance;
Section 2. – Reimbursement;
Section 3. – Travel Reimbursement;
Section 5. - Scope of Work Statement – Project Administration
Section 6. – Scope of Work Statement – Project Administration
Section 8. –Scope of Work Statement – Project Administrations

Financial Report and Invoice Voucher Due Dates

Quarter	Due Date
July – September, 2001	October 31, 2001
October – December, 2001	January 31, 2002
January – March, 2002	April 30, 2002
April – June, 2002	July 8, 2002
July – September, 2002	October 31, 2002
October – December, 2002	January 31, 2003
January – March, 2003	April 30, 2003
April – June, 2003	July 8, 2003

**Higher Education Coordinating Board
Displaced Homemaker Program
2001-2002 FINANCIAL REPORT**

Contractor: _____

Report Period: _____

GRANT	Budget Amount	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Cumulative Expenditures
Personnel						0.00
Travel						0.00
Facilities						0.00
Advertising						0.00
Supplies/Materials						0.00
Communications						0.00
Other <i>Please Specify</i>						0.00
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

MATCH	Budget Amount	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Cumulative Match
Personnel						0.00
Travel						0.00
Facilities						0.00
Advertising						0.00
Supplies/Materials						0.00
Communications						0.00
Other <i>Please Specify</i>						0.00
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -

Signature: _____

Name:

Title:

Phone Number:

Date:

I certify that to the best of my knowledge and belief, this report is true in all aspects and that all disbursements have been made for the purposes and conditions of the contract.

**Higher Education Coordinating Board
Displaced Homemaker Program
2002-2003 FINANCIAL REPORT**

Contractor: _____

Report Period: _____

GRANT	Budget Amount	Qtr 5	Qtr 6	Qtr 7	Qtr 8	Cumulative Expenditures
Personnel						0.00
Travel						0.00
Facilities						0.00
Advertising						0.00
Supplies/Materials						0.00
Communications						0.00
Other <i>Please Specify</i>						0.00
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

MATCH	Budget Amount	Qtr 5	Qtr 6	Qtr 7	Qtr 8	Cumulative Match
Personnel						0.00
Travel						0.00
Facilities						0.00
Advertising						0.00
Supplies/Materials						0.00
Communications						0.00
Other <i>Please Specify</i>						0.00
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -

Signature: _____

Name:

Title:

Phone Number:

Date:

I certify that to the best of my knowledge and belief that this report is true in all aspects and that all disbursements have been made for the purposes and conditions of the contract.

DISPLACED HOMEMAKER PROGRAM

HIGHER EDUCATION COORDINATING BOARD STAFF

ELAINE JONES
Associate Director

Phone (360) 753-7823
Fax (360) 704-6223
E-Mail elainej@hecb.wa.gov

BRENDA LANDERS
Program Manager

Phone (360) 753-7827
Fax (360) 704-6227
E-Mail brendal@hecb.wa.gov

SASKIA KAMERON
Program Assistant

Phone (360) 753-7832
Fax (360) 704-6232
E-Mail saskiak@hecb.wa.gov

Higher Education Coordinating Board
917 Lakeridge Way / PO Box 43430
Olympia, Washington 98504-3430
(360) 753-7800 / Fax: (360) 753-7807

www.hecb.wa.gov